

**HUMAN RESOURCES/PAYROLL SERVICES  
BIWEEKLY PAYROLL PROCESSING SCHEDULE  
July 1, 2021 thru December 31, 2021**

**Posted to Website December 10, 2021**

BNR ID	Biweekly Work Period	PPA (a) Adjustment Form ENPs (b) Tuesday 5:00 PM	EPAFs (c) Ready to Apply Friday 5:00 PM	Employee Time Entry Submitted Monday 10:00 AM	Employee Time Entry Approved Monday NOON	3rd Party Time Tuesday 10:00 AM	Payroll Submitted to the State Friday 3:00 PM	Deducts to be Taken	Date Check Issued	Ins. Month
JB13	5/30/2021 - 6/12/2021	6/8/2021	6/11/2021	6/14/2021	6/14/2021	6/15/2021	6/18/2021	2	6/25/2021	
JB14	6/13/2021 - 6/26/2021	6/22/2021	6/25/2021	6/28/2021	6/28/2021	6/29/2021	7/1/2021	1	7/9/2021	Jul
JB15	6/27/2021 - 7/10/2021	7/6/2021	7/9/2021	7/12/2021	7/12/2021	7/13/2021	7/16/2021	2	7/23/2021	
JB16	7/11/2021 - 7/24/2021	7/20/2021	7/23/2021	7/26/2021	7/26/2021	7/27/2021	7/30/2021	1	8/6/2021	Aug
JB17	7/25/2021 - 8/7/2021	8/3/2021	8/6/2021	8/9/2021	8/9/2021	8/10/2021	8/13/2021	2	8/20/2021	
JB18	8/8/2021 - 8/21/2021	8/17/2021	8/20/2021	8/23/2021	8/23/2021	8/24/2021	8/27/2021	1	9/3/2021	Sep
JB19	8/22/2021 - 9/4/2021	8/31/2021	9/3/2021	9/7/2021	9/7/2021	9/8/2021	9/10/2021	2	9/17/2021	
JB20	9/5/2021 - 9/18/2021	9/14/2021	9/17/2021	9/20/2021	9/20/2021	9/21/2021	9/24/2021	1	10/1/2021	Oct
JB21	9/19/2021 - 10/2/2021	9/28/2021	10/1/2021	10/4/2021	10/4/2021	10/5/2021	10/8/2021	2	10/15/2021	
JB22	10/3/2021 - 10/16/2021	10/12/2021	10/15/2021	10/18/2021	10/18/2021	10/19/2021	10/22/2021	3	10/29/2021	
JB23	10/17/2021 - 10/30/2021	10/26/2021	10/29/2021	11/1/2021	11/1/2021	11/2/2021	11/5/2021	1	11/12/2021	Nov
JB24	10/31/2021 - 11/13/2021	11/9/2021	11/12/2021	11/15/2021	11/15/2021	11/15/2021	11/17/2021	2	11/24/2021	
JB25	11/14/2021 - 11/27/2021	11/19/2021	11/23/2021	11/29/2021	11/29/2021	11/30/2021	12/3/2021	1	12/10/2021	Dec
JB26	11/28/2021 - 12/11/2021	12/7/2021	12/10/2021	12/13/2021	12/13/2021	12/14/2021	12/15/2021	2	12/22/2021	
JB1	12/12/2021 - 12/25/2021	12/10/2021	12/15/2021	12/16/2021	12/16/2021	12/17/2021	12/22/2021	1	1/7/2022	Jan

**Dates highlighted blue have been adjusted for holidays**

**All dates are subject to change and will be communicated via the Admin Listserv**

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about biweekly payroll processing, please email payrollservices@okstate.edu.

**Dates for estimated hours - December 16 thru 25**

Estimated hours must be adjusted for actual hours worked as soon as possible after January 1, 2022 and no later than January 21, 2022. Adjustments must be submitted no later than January 4, 2022 to be reflected on the 2022 JB2 paycheck.

**DEDUCTIONS**

- (1) All payroll deductions will be deducted from the paychecks. This includes miscellaneous deductions, long-term disability, supplemental life insurance, half of the medical insurance (health, dental & vision), long term care premiums, retirement deductions, medical reimbursement, and dependent care.
- (2) All deductions except Credit Union, United Way, and Foundation.
- (3) Only deductions for retirement contributions excluding 403b and 457b, medical reimbursement, dependent care, long-term disability, and the bursar will be processed.

- (a) **PPA** Biweekly Prior Period Hours & Leave Adjustment form
- (b) **ENP** Exception to Normal Pay
- (c) **EPAF** Electronic Personnel Action Form